

Position Description
Director of Christian Education
Northminster Presbyterian Church
Ames, Iowa

JOB SUMMARY:

To provide spiritual education to people of all ages that will equip them to grow in their own faith.
To support the mission of Northminster, which is to **“Gather People to Christ, Grow in Discipleship, and Serve all with Love.”**

STATUS:

This position will be full time with an annual salary range of \$35, 000 - \$40,000, commensurate with education and experience. Benefits negotiable.

QUALIFICATIONS:

1. An active and committed disciple of Jesus Christ.
2. A demonstrated ability to make a creative contribution to the total church ministry through Christian education and spiritual formation.
3. Experience working in Christian Education in a church environment.
4. Bachelor’s degree in a related field of study or an appropriate combination of education and experience.
5. Knowledge and proficiency in teaching, leadership development, and administration of educational programs and curriculum building.
6. Spirit and vision to attract and inspire participants in the educational ministry, including children, youth, and their families.
7. Possess strong and effective communication, organizational, and leadership skills.
8. Working knowledge of computer, sound, and video technology.

CORE COMPETENCIES:

Passion for Christ and love for people of all ages; Biblical knowledge; Leadership; Planning and organizing; Time management; Problem solving; Verbal/written communication skills, ability to communicate with our youth and adults via social media.

ESSENTIAL JOB FUNCTIONS:

- Provide for Christian Education, children through adult by:
 - Helping with curriculum resources
 - Teaching segments of classes
 - Scheduling classes and locations
 - Maintaining classrooms and supplies
 - Recruiting and supporting teachers
 - Evaluating programs and implementing a future vision for Christian Education at NPC
 - Planning Confirmation
 - Actively participating in Sunday worship and in the life of the church
 - Coordinating with Grow team for yearly curriculum budget
- Implement an annual week long summer program (i.e. Vacation Bible, Youth Service week, etc.)
- The High School Hangout Program
 - Oversee volunteers, supplies, and promotion of program.

- Lead Youth Group (Middle and High School)
 - Schedule gathering times
 - Arrange and lead a study or fellowship activities
 - Build relationships with youth and foster their involvement in the life of the church
 - Keep communication with the youth group throughout the week
 - Attend youth activities outside of church
 - Coordinate mission trips with the youth group
- Coordinate “Kid’s Own Worship” on Sunday mornings during the school year.
- Plan children/youth Christmas program
- Work with Pastor/Staff and Grow Team
 - Meet with Pastor as needed
 - Cooperative communication with the staff about current and future Christian Education opportunities
 - Lead Children's Time during worship on occasion (approx. once per month)